#### State of Washington

Roadmap for Financial and Administrative Policies, Processes and Systems

Feasibility Study
Objectives – Work Session







#### Today's agenda

	Agenda item	Presenter	Time
1	Welcome and introductions	Sadie Rodriguez- Hawkins	5 min
2	Feasibility study overview	Kathy Rosmond	10 min
3	Today's work session	Robin Madsen	10 min
4	Work Session - Clarify and prioritize business objectives	Eclipse Solutions	45 min
5	Break		10 min
6	Work session - continued	Eclipse Solutions	75 min
7	Break		10 min
8	Work session - continued	Eclipse Solutions	40 min
9	Next steps & wrap up	Kathy Rosmond	5 min





## Core financials feasibility study Scope

Payee Identification Management

Order Management Payables Accounting Customer Identification Management

Manage

Customer

Registration

Revenue Accounting Receipts Management

Manage

Receipts

General Ledger and Financial Reporting

Cost Accounting

Maintain Cost

Allocation Plan

Manage Fully

Loaded

Costing

Manage Billable

Manage Vendor Registration

Manage Client Registration Order Goods and Services

Receive

Goods and

Services

Accept Goods and Services

Manage Goods and Services Payables

Manage Non-Goods and Services Payables

Manage Expense Reimburseme nt

Manage Non-Vendor Payment

Manage Encumbrances Manage Expected Revenue

Notify Customers

Manage Accounts Receivable

Invoice Customers

Collect Account Balances

Distribute Revenue Manage Chart of Accounts

Invoiced Receipts

Non-Invoiced Receipts Manage Funds

Manage

General

Ledger

Services

Publish Financial Position

Publish Statewide Financial Statements

Publish Agency Financial Reports

#### <u>Key</u>

Process

Major group of business processes

Function

Component of a business process

Activity

Task within a function







#### Feasibility study Process Overview

June: Kick-off and background research

July: Prioritize business objectives

August: Survey current system capabilities and costs

Identify high-level functional and non-functional requirements

ISB informational briefing

September: Complete fit-gap analysis

Identify high-level costs and funding options

Draft feasibility study

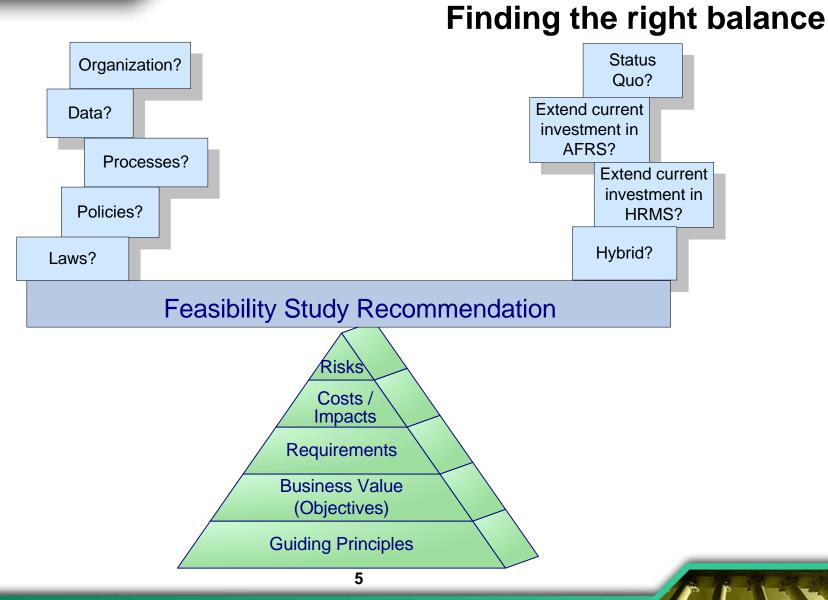
October: Executive sponsor "go-no go" decision

Draft investment plan and decision package

November: Submit decision package

January: Present investment plan to ISB

# STATE OF WASHINGTON Feasibility study







#### Today's work session

#### Overview of the objectives Excel document

- Definition of columns
  - Column A The number assigned to the objective
  - Column B a complete list of objectives extracted from the value proposition documents.
  - Column C clarifies the meaning of the objective
  - Column D defines the portion of the objective in scope for the 2007/09 biennium.
  - Column E defines the portion of the objective in scope for future biennia
  - Columns F through N provide prioritization categories and ratings for each category







#### Today's work session (continued)

#### Overview of the prioritization criteria

- Logical Sequence
  - Foundation
  - Functional
  - Nice to have not immediately critical to foundation or function
- Value Measurable tangible and intangible benefits
  - High significant contribution to measurable benefits
  - Medium some contribution to measurable benefits
  - Low benefits are not measurable
- Accountability to constituents and citizens.
  - High provides a high level of accountability to constituents and citizens
  - Medium provides some accountability to constituents and citizens
  - Low- contributes little or no accountability to constituents and citizens.







## Business objectives Validation and prioritization schedule

	<b>Business Function</b>	Objective #	Time Allowed
Order-to-	Payee identification mgmt	33 - 37	
Pay	Purchase order mgmt	38 - 41	45 minutes
Гау	Accounts payable mgmt	42 - 46	
	Chart of accounts	1 - 3	
	General ledger	4 - 10	
GL et al	General ledger	11 - 17	75 minutes
	Reporting	18 - 23	
	Cost accounting	24 - 32	
Revenue	Customer identification mgmt	60 - 61	
Acct	Revenue accounting	62 - 67	40 minutes
ACCI	Receipts management	68 - 72	







#### Meeting recap

Based on the information we have at this time, are the objectives clearly stated and prioritized?







### **Next steps**

Tasks	Date, Time, Place
Functional requirements	Wednesday, August 2 8:30AM- 3:30PM DIS Forum Bldg Academy Classroom
Non functional requirements	Wednesday, August 9 8:00 AM to Noon Labor and Industries – rooms 117 & 118
Review and confirmation	Wednesday, August 16 8:00 AM to Noon DIS Forum Bldg Academy Room

